

OMB BULLETIN No. 79-14

Declassified in Part - Sanitized Copy Approved for Release 2013/07/17 : CIA-RDP06M00944R000200120003-0

STAT Note from [ ]/BMG - I discussed with Keith Hall and advised him CIA would not have a report on Bulletin 79-14. 8/21/79

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EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

BULLETIN NO. 79-14

August 8, 1979

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Analysis Materials for Health-Related and  
Environmental Programs

1. Purpose. This Bulletin provides instructions for the submission of supplementary budget materials on health and environmental programs, extending the reporting requirements of sections 45 and 52 of OMB Circular No. A-11.

2. Background. The materials requested by this Bulletin will provide more detailed information for past, current, and budget years and will be prepared on a consistent basis for the years affected. The reporting period and coverage are being expanded to provide a broader base for the assessment of these activities.

3. Materials for health-related programs.


a. Health-related activities reported in past years. Agencies that have reported health programs data for the categories under section 45.2 of OMB Circular No. A-11 will be provided with a computer listing containing outlay data for FY 1977 through FY 1980 in the format of exhibit 1. The computer listing will be accompanied by instructions for reviewing and, as necessary, revising the data to identify program activities that contribute substantially to preventing and controlling health and public safety problems. In addition, narrative statements will be included to describe major changes in the funding, design, operations, or impact of the prevention and control activities identified.

b. Activities that prevent and control health and public safety problems. Section 45.4 of OMB Circular No. A-11 requires outlay estimates and narrative information on activities for the prevention and control of disease, illness, injury, and death for the budget year. Agencies will report actual outlays for FY 1977 and 1978, and estimated outlays for FY 1979 and 1980 in the format of exhibit 2. Narrative statements will be included to describe major changes in funding, design, operations, or impact for these activities.

4. Materials for environmental programs. Each agency performing environmental activities as described by section 52 of OMB Circular No. A-11 will prepare a report in the format of exhibit 3. An agency-wide summary report will include budget authority, outlay, and personnel estimates (total employment and full-time permanent) for FY 1976-FY 1981. Estimates for major environmental programs during this period will also be reported, where appropriate. Narrative statements will be included with these estimates, addressing major legislation, agency missions regarding environmental activities, and specific environmental accomplishments for this period.

5. Timing. An original and one copy of all required materials will be submitted to OMB by September 4, 1979, and revised, as necessary, to reflect subsequent budget submissions.

6. Inquiries. Inquiries on supplementary materials for health-related programs should be addressed to John Ostenson (395-5611). Inquiries on supplementary materials for environmental programs should be addressed to Brion Sasaki (395-3700).

  
James T. McIntyre, Jr.  
Director

Attachments

FORMAT FOR UPDATE OF COMPUTER LISTING

DEPARTMENT OF GOVERNMENT  
RESEARCH AND INFORMATION ADMINISTRATION  
OUTREACH ACTIVITIES

Record ID #	Account ID #	Section 45 Code #	Exhibit 45A Outlays				
			FY 1977	FY 1978	FY 1979	FY 1980	FY 1981
018330	12-0502-0-1-352	<del>16140</del> <i>16110</i>	1,950	<del>2,500</del> <del>2,000</del>	2,825	2,825	
018330	12-0502-0-1-352	<del>16140</del> <i>16110</i>	- 0 -	- 0 -	<del>325</del>	<del>650</del>	
018320	12-0502-0-1-352	16199	1,950	<del>2,500</del> <del>2,000</del>	2,825	2,825	
018320	12-0502-0-1-352	16199	- 0 -	- 0 -	<del>325</del>	<del>650</del>	
018350	12-0502-0-1-352	16210	3,900	1,640	1,641	1,641	
018350	12-0502-0-1-352	16210	<del>2,260</del>	- 0 -	- 0 -	- 0 -	
018340	12-0502-0-1-352	16299	3,900	1,640	1,641	1,641	
018340	12-0502-0-1-352	16299	<del>2,260</del>	- 0 -	- 0 -	- 0 -	
018310	12-0502-0-1-352	16999	5,850	<del>4,140</del> <del>4,440</del>	4,466	4,466	
018310	12-0502-0-1-352	16999	<del>2,260</del>	- 0 -	<del>325</del>	<del>650</del>	

Agency Contact: *Eric McCoy* Phone: *123-7079*

Exhibit 1  
Bulletin No. 79-14

HEALTH-RELATED PROGRAMS  
DEPARTMENT OF GOVERNMENT  
BUREAU OF PUBLIC SAFETY  
SAFETY SERVICES (16-2445-0-1-651)

Activities Classified in Other Missions that also Prevent  
and Control Health and Public Safety Problems  
Outlays  
(In thousands of dollars)

Program Activity	Fiscal Year	Code	Research (22110)	Education and Training (22120)	Construction (22130)	Services (22140)	Regulation and Enforcement (22150)	Activity Total (22199)
Fire Protection Program	1977		1,000					1,000
	1978		2,000					2,000
	1979		2,000	2,500				4,500
	1980		2,000	3,000	1,000	1,000	5,000	12,000
Grants for Housing Safety Repairs	1977							
	1978							
	1979				25,000			25,000
	1980				35,000			35,000
Account Total	1977		1,000					1,000
	1978		2,000					2,000
	1979		2,000	2,500	25,000			29,500
	1980		2,000	3,000	36,000	1,000	5,000	47,000

Agency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Exhibit 2  
Bulletin No. 79-14

ENVIRONMENTAL ACTIVITIES BUDGET DATA

DEPARTMENT OF GOVERNMENT  
(Dollars in thousands)

	<u>1976</u>	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>
Agency Totals:						
Budget Authority	1,200	1,200	1,350	1,400	1,350	1,400
Outlays	1,150	1,225	1,290	1,365	1,400	1,375
Total Employment:						
Full-time Permanent	39	39	43	47	47	47
Other	2	1	2	3	2	4

[Where appropriate, identify separately major environmental programs and report budget data, as specified above.]

OMB Bulletin No. 79-13

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31 July 1979

Distribution: 1 - AO/DCI  
1 - OGC Library

No action required.



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

BULLETIN NO. 79-13

July 31, 1979

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Inventory of Federal Resources Devoted to  
Productivity Improvement Efforts

1. Purpose. This bulletin provides instructions for submitting information on Federal resources devoted to improving productivity in the private sector and in State and local governments. This bulletin specifically excludes productivity improvement efforts for the Federal work force, which are reported under OMB Circular No. A-117.

2. Background. The President established the National Productivity Council in October 1978, to serve as the mechanism for coordinating Executive Branch efforts to improve productivity in the private and public sectors, and for assuring that maximum benefit is realized from these programs (Executive Order 12089). The Director of OMB serves as Chairman of the Council. In order to carry out its responsibilities the Council needs information on current productivity improvement efforts and related resources. This information will enable the Council to identify areas needing more emphasis, areas of duplication, and opportunities for agency cooperation, and to report to the President on Executive Branch efforts to improve productivity.

3. Reporting Requirements. Each department and independent agency carrying out programs intended to improve productivity in the private sector or in State and local governments shall submit a report in accordance with the attached instructions. Departments and agencies not having such programs shall provide a negative report. Reports should be submitted to OMB, attention: Assistant Director for Management Improvement and Evaluation, by September 14, 1979.



4. Rescission. This bulletin is rescinded following receipt of the September 14, 1979, report.

5. Inquiries. Inquiries and requests for assistance should be addressed to the Management Improvement and Evaluation Division, Office of Management and Budget (395-3740).

  
James T. McIntyre, Jr.  
Director

Attachment

ATTACHMENT  
Bulletin No. 79-13

INSTRUCTIONS

1. General. An original and one copy of the report on productivity improvement efforts will be prepared on letter size sheets and submitted in the format of Exhibit 1, as prescribed below.

2. Productivity Improvement Efforts to be Reported.

a. General. Productivity improvement efforts include programs, activities, and projects that contribute to a more effective utilization of resources (labor, capital, materials, land, and energy) in producing goods and services. Departments and agencies should report those efforts whose primary purpose is to improve productivity in the private sector or in State and local governments, or otherwise have some direct impact on or relation to productivity improvement in these sectors. A separate report should be prepared for each major effort, except that a combined report can be prepared to cover several related or similar projects or activities.

b. Exclusions. Excluded from the scope of this survey are: (1) Federal programs that establish or impact the general economic and operating environment of the private and public sectors, such as health and safety programs, general education programs, fiscal and monetary policy, tax policy, the patent system, and regulatory reform. If, however, there are discrete projects within any of these categories that specifically deal with productivity, they should be reported, e.g., research on the impact of regulation on productivity; (2) resources devoted to programs to measure and improve the productivity of an agency's own operations. This information is reported on an annual basis in accordance with OMB Circular No. A-117; (3) efforts to improve the Federal grants system; and (4) projects using less than \$25,000 in resources in a fiscal year, except where several similar projects totaling over \$25,000 can be submitted on a combined report.

c. Examples. Exhibit 2 provides some examples of productivity improvement efforts that would be covered by this bulletin.

3. Organizational Information.

a. Department/Agency. Enter the reporting department or independent agency.

b. Bureau/Administration/Other. If the productivity improvement effort can be associated with an organizational unit below the department or agency level, report each organizational level (but not below division level).

Example: Department/Agency: Department of Labor

Bureau/Administration: Bureau of Labor  
Statistics

Other: Office of Productivity &  
Technology

4. Date. Enter the date of preparation.

5. Contact. Enter the name and telephone number of the person who can answer questions about the information provided.

6. Program/Activity/Project Title. Enter the title or other description of the productivity improvement effort.

7. Classification. Describe the type of productivity improvement effort using the classifications provided in Exhibit 2. If a productivity improvement effort falls into more than one classification, choose the best category. Use "other" if it is not possible to designate a classification.

8. Start/Completion Date. Enter the actual or estimated start and completion date of the productivity improvement effort.

9. Description of Objectives. Provide a short summary of the primary objectives or goals of the productivity improvement effort. Include significant publications, reports, or other products produced or to be produced.

10. Resource Data.

a. Work-Years. Enter the estimated full-time equivalent work-years to be devoted to the productivity improvement effort by agency personnel during fiscal years 1979 and 1980.

b. Personnel Compensation. Enter the estimated fiscal year 1979 and 1980 obligations for personnel compensation associated with the reported work-years.

c. Grants and Contracts. Enter the estimated fiscal year 1979 and 1980 obligations for grants and contracts associated with the reported productivity improvement effort.

d. Other. Enter the estimated obligations for personnel benefits; travel and transportation; rent, communications and utilities; printing and reproduction; supplies and materials; equipment; and other expenses associated with the productivity improvement effort.

EXHIBIT 1  
Bulletin No. 79-13

PRODUCTIVITY IMPROVEMENT PROGRAMS FOR  
THE PRIVATE AND PUBLIC (NON-FEDERAL) SECTORS

Department/Agency: \_\_\_\_\_ Date: \_\_\_\_\_  
Bureau/Administration: \_\_\_\_\_ Contact: \_\_\_\_\_  
Other: \_\_\_\_\_  
\_\_\_\_\_

Program/Activity/Project Title:

Classification:

Start/Completion Date: \_\_\_\_\_ to \_\_\_\_\_

Description of Objectives:

<u>Resource Data:</u>	<u>FY 1979</u>	<u>FY 1980</u>
Work-Years	_____	_____
Obligations (\$1,000):		
Personnel Compensation		
Grants and Contracts		
Other	_____	_____
Total Obligations	_____	_____

EXHIBIT 2  
Bulletin No. 79-13

EXAMPLES OF PRODUCTIVITY IMPROVEMENT EFFORTS

Productivity Measurement and Research

Includes measurement of levels and trends of productivity and research on factors affecting growth. Examples: (1) Bureau of Labor Statistics studies and reports on productivity; (2) National Science Foundation grants for research on the impact of regulation on productivity.

Productivity Information

Includes programs to collect and disseminate information on productivity through a clearinghouse, or similar arrangement. Examples: (1) Productivity clearinghouse in the National Technical Information Service, Department of Commerce; (2) NASA's Technology Utilization Program to transfer space technology to other sectors.

Improved and Innovative Utilization of Employee Skills

Includes projects to upgrade skills of employees, foster mobility, and improve efficiency. Examples: (1) Department of Labor grants to train skilled workers in the men's clothing and other private industries; (2) HEW's program to improve health service efficiency through use of trained paraprofessionals; (3) Intergovernmental Personnel Act grants to State and local governments to enhance the productivity of employees through training.

Labor-Management Cooperation and Improved Quality of Working Life

Includes projects to foster labor-management cooperation and to improve the quality of working life, in conjunction with productivity improvement. Examples: (1) Economic Development Administration assistance in establishing area labor-management committees; (2) Department of Labor research program on the quality of employment.

Technological Innovation

Includes research and development and other efforts, including financial assistance, to improve technology and methods in manufacturing industries, service industries, government,

agriculture, etc. Examples: (1) Bureau of Mines research and development program on mining technology; (2) Department of Agriculture research to improve the quality and yield of field and horticultural crops; (3) Air Force Program on Integrated Computer Aided Manufacturing to increase productivity in the aerospace industry; (4) Research and development activities of the Maritime Administration to improve the efficiency and economy of the merchant marine.

#### Capacity Building

Includes assistance to firms, industries, governments, etc., to improve existing or implement new technologies and methods, including management skills. Examples: (1) Advisory services and training by the Small Business Administration to help small businessmen improve their skills to manage and operate businesses; (2) HEW's program to promote and assist in the organization of Health Maintenance Organizations; (3) Department of Agriculture programs to show farmers and ranchers how to apply new and improved production and marketing technology; (4) Intergovernmental Personnel Act grants to State and local governments to establish productivity improvement units within their personnel departments.

OMB BULLETIN NO. 79-12

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31 JULY 1979

Copies forwarded to: AO/DCI  
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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 79-12

July 31, 1979

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Voice Telecommunications Management

1. Purpose. This bulletin prescribes government-wide procedures for the procurement, management and utilization of voice telecommunications equipment and services by executive agencies.
2. Background. Telecommunications usage in the Federal Government has been increasing rapidly over recent years in direct support of new and expanding Federal programs. It has been demonstrated that good management and the effective use of information technology, such as voice communications, can assist in increasing productivity and mission performance without increasing the size of the Federal budget or work force.

Currently, annual obligations for voice telecommunications equipment and services by executive agencies exceed \$600 million. Telephone billing costs amount to \$260 million annually, with a growth averaging 12 percent per year. In order to assure that telecommunications services are being used effectively and efficiently, OMB Circular No. A-11, Section 43.3, prescribes a methodology for agencies to assess and report the requirements for their short- and long-term total telecommunications resource needs. This bulletin more narrowly focuses on the application of those resources toward more effective and efficient procurement, management and utilization of voice telecommunications equipment and services through the implementation of a voice telecommunications management program in the executive agencies. While new applications of information technology which increase productivity and mission performance are encouraged, an intended goal of this program is to reduce existing agency voice telecommunications obligations below current levels in consonance with the President's recent directive to reduce operating costs.


3. Coverage. These instructions apply to all executive departments and establishments that are subject to the General Services Administration's (GSA) Federal Property Management Regulations (FPMR), Part 101-37, dealing with policies and methods governing the acquisition and utilization of telecommunications services.
4. Agency Voice Telecommunications Management Program, Required Agency Actions. Each agency shall develop, within existing resources, a voice telecommunications management program suited to its size, organization, and mission which will provide for effective and efficient telephone service. GSA, as the Executive Branch's telecommunications manager, will provide assistance in developing these programs, and will review the results of agency programs to ensure that effective management is maintained.
  - Control of telephone costs. The following costs associated with voice telecommunications costs should be analyzed to assure that they are kept to the minimum level necessary to meet mission requirements. These charges are listed on every telephone bill submitted by the local telephone company or GSA on consolidated systems.
    - . Local service charges. These charges are for telephone lines (business, PBX, or CENTREX), terminal equipment (telephones, key systems, intercoms, speakerphones, etc.), and local message unit charges.
    - . Long-distance charges. These charges are for long-distance calls made on the public commercial telephone (i.e., non-FTS) network. The statement should identify, as a minimum, the calling and called telephone number, duration of call, cost of call and date.
    - . Other charges and credits. These charges include billing adjustments and work performed on the telephone system during the preceding month, i.e., moves, connects, and disconnects.

- Management of Telephone Services. Management officials should determine the proper number and most effective arrangements of station lines to be installed, and the correct terminal equipment configurations.
- . Line utilization surveys. Each agency shall conduct a systematic annual review of station lines to insure that the proper number of lines are installed. Instructions for conducting line utilization surveys should be contained in the agency's telecommunications management program.
  - . Management of station terminal equipment. Each agency shall make an annual inventory of all installed telephone station equipment and features, and shall certify the accuracy of their inventory when compared to their statement of charges. Agencies receiving services from GSA-operated telephone systems are provided by May 1 of each year a computerized inventory which is to be certified and returned to GSA by June 30. All unneeded equipment and features shall be removed based on an analysis of the annual review.
  - . Selection of station terminal equipment. Telephone station equipment requirements and service features shall be the minimum to meet agency mission needs.
    - a. Agencies shall establish and enforce internal regulations applicable to the use of auxiliary equipment, and features, such as automatic dialing equipment, speakerphones, call directors, hot lines, chimes, music on hold, etc.
    - b. Agencies shall control charges for station moves and system changes. When moves are required, every effort should be made to use existing telephone arrangements in order to curtail moving charges.

- Management of Long-Distance Telephone Services.  
The Federal Telecommunications System (FTS)  
Intercity Voice Network offers agencies an effective and economic alternative to the public commercial telephone network for long-distance calling.  
Agencies shall use the FTS whenever practical in order to reduce long-distance commercial toll costs. Existing commercial toll bills should be reviewed with this in mind.
- 5. GSA Support. When requested, GSA, in cooperation with agency management, will survey agency requirements for voice telecommunications facilities and services. Advice and assistance will be provided regarding service improvements and cost-saving modifications.
- 6. Reporting Requirements. No later than September 15, 1979, agencies will report to OMB in the format of the attached exhibit, information on:
  - The number of telephones currently in use by the agency in relation to the number of agency personnel.
  - The obligations incurred for all voice telecommunications by cost component.
  - Projected reductions in obligations for existing voice telecommunications.
  - Management plans and initiatives for FY 1980 and FY 1981 to more effectively and efficiently use voice telecommunications.

A copy of this material will be provided concurrently to the Commissioner of the Automated Data and Telecommunications Service, General Services Administration, 18th and F Streets, N.W., Washington, D. C., 20405. Subsequent reports may be requested by the OMB staff responsible for reviewing the agency's budget following consultation with agency staff.

7. Inquiries. Questions regarding this bulletin should be directed to the OMB representative responsible for reviewing the agency's budget, or to the Information Systems Policy Division (395-4814).

  
James T. McIntyre, Jr.  
Director

Attachment

Exhibit  
Bulletin No. 79-12

Department of Government  
Voice Telecommunications

	<u>1978</u> <u>Actual</u>	<u>1979</u> <u>Estimated</u>	<u>1980</u> <u>Estimated</u>	<u>1981</u> <u>Estimated</u>
1. Total agency personnel .....				
2. Total number of agency telephones .....				
3. Average number of personnel/telephone (line 1 divided by line 2). (See GSA FPMR 101-37.308-1.)				
4. Total obligations for voice telecommunications ..				
a. Local service charges (recurring and nonrecurring) .....				
b. Commercial toll charges .....				
c. Intercity charges (FTS) .....				
d. Total (4a + 4b + 4c) .....				
5. Average cost/telephone (line 4d divided by line 2) .....				
6. Total projected reductions in obligations for voice telecommunications from 1978 base year. (Specify actions in Item #7 narrative discussion) .....	XXX	XXX		
7. Discussion of management plans and initiatives for FY 1980 and FY 1981 to more effectively and efficiently utilize voice telecommunications. Include discussions as appropriate of any proposed organizational/programmatic changes which will impact expected obligations.				

SECRET BULLETIN NO. 75 11

18 July 1979

Distribution made as follows:

- 1 - C/BMG
- 1 - AO/DCI
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- 1 - Bulletin Book



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

BULLETIN NO. 79-11

July 18, 1979

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Executive Branch Employment Ceilings

1. Purpose. This Bulletin provides guidelines for a modification of the employment ceiling control system for agencies and establishments of the Executive Branch. It establishes new procedures for fiscal year 1981 under which part-time permanent employees will be counted against employment ceilings established in accordance with paragraph 4 of OMB Circular No. A-64.

2. Background. The Federal Employees Part-Time Career Employment Act of 1978 (P.L. 95-437) was enacted to provide increased part-time career employment opportunities throughout the Federal Government. The Act defines part-time career employment, i.e., part-time permanent employment, as scheduled employment of 16-32 hours a week. Part-time permanent employment does not include employment on a temporary or intermittent basis (5 U.S.C. 3391).

Effective on October 1, 1980, part-time career employment, under personnel ceilings applicable to an agency, must be counted as a fraction determined by dividing 40 hours into the number of hours of such employee's regularly scheduled workweek (5 U.S.C. 3394).

The possibility of moving to a full-time equivalent control system for all employees in fiscal year 1982 or later will be considered during the next 12 months. No decision on this possibility will be made before next year.

3. Coverage. This Bulletin applies to all Executive Branch departments and establishments subject to employment ceilings determined by the President and assigned by the Office of Management and Budget.

4. Employment ceilings for fiscal year 1981. End-of-year employment ceilings will continue to be established for the same components as in the past and will exclude disadvantaged youth and personnel participating in the Worker-Trainee Opportunity Program (WTOP). (The basis for the 1979 and 1980 employment ceilings will remain unchanged.)



a. Full-time employment in permanent positions. This ceiling remains unchanged and represents the upper limit of full-time employees in permanent positions for September 30 of each year.

b. Total employment. This ceiling will represent the sum of:

(1) Full-time employment in permanent positions (as described above).

(2) All part-time permanent employment regardless of length of scheduled workweek (i.e., all such employees with tenure codes 1 or 2). These employees will be counted as a fraction that is determined by dividing 40 hours into the number of hours of such employee's regularly scheduled workweek during the last pay period of the fiscal year. (NOTE: These are not the actual hours worked, but the hours of the regularly scheduled workweek.)

(3) All other employment, i.e., personnel employed on a temporary (full-time or part-time) or intermittent basis. The actual number of these employees will continue to be counted, as in the past, as prescribed for the "Monthly Report of Federal Civilian Employment" (SF 113A).


5. Agency compliance and reporting. The basis for determining agency compliance with established employment ceilings will be the data submitted to the Office of Personnel Management on the "Monthly Report of Federal Civilian Employment" (SF 113A).

Reporting on actual total end-of-year employment will continue to be necessary to meet information requirements of the President and the Congress, including the requirements of section 311 of the Civil Service Reform Act of 1978 (P.L. 94-454). The Office of Personnel Management will issue revised reporting requirements, consistent with the employment ceiling definitions listed in this Bulletin.

As a part of the 1981 budget submissions, agencies should be prepared to furnish, for the budget year, an estimate of part-time permanent employment in the fractional terms described in paragraph 4.b.(2) and also an estimate of the actual number of such employees.

6. Effective date. This Bulletin remains in effect until rescinded.

7. Inquiries. Questions regarding these instructions should be addressed to the OMB representatives responsible for the agency's budget estimates.



James T. McIntyre, Jr.  
Director

OMB BULLETIN NO. 75-10

12 July 1979

STAT    No action required per discussions between  
         [ ] Ch/BMG & [ ] RMS

Distribution made to:    1 - AO/DCI  
                              1 - OGC Library

MEMORANDUM FOR: *Mr. [redacted]*

*In accordance with my discussion with*  
STAT *[redacted]*, I discussed this with RMS.

STAT *I talked to [redacted] in the RMS Program*

STAT *and Budget Office and [redacted] in the*  
*RMS Data Support Group. I agreed that CIA*  
*would take no action on Bulletin No 79-10*  
*on the assumption that the DCI decision*  
*to not apply this to the Intelligence*  
STAT *Community prevail.* *[redacted]*

Date *1 Aug 79*

**SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM****UNCLASSIFIED****CONFIDENTIAL****SECRET****OFFICIAL ROUTING SLIP**

STAT

STAT

TO	NAME AND ADDRESS	DATE	INITIALS
1		21 July 79	JH
2		7/23	WPL
3	James Taylor	24 JUL 1979	
4			
5	(over)		
6			

<b>ACTION</b>	<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>
<b>APPROVAL</b>	<b>DISPATCH</b>	<b>RECOMMENDATION</b>
<b>COMMENT</b>	<b>FILE</b>	<b>RETURN</b>
<b>CONCURRENCE</b>	<b>INFORMATION</b>	<b>SIGNATURE</b>

**Remarks:**

I don't think I understand all that the attached bulletin entails. However, it seems reasonably clear that because of the way the Agency budget is incorporated into the Federal budget, it is not practical for us to get involved with the ADP interface program addressed in the attached. However, for CIARDS, which is an open appropriation, the situation may be different. But since our CIARDS appropriation is a one-line entry, the requirement to develop an ADP plan incorporating this into the OMB automated system is the proverbial "\$50 solution to the \$2 problem."

(Over)

**FOLD HERE TO RETURN TO SENDER****FROM: NAME, ADDRESS AND PHONE NO.****DATE**

STAT

Ch/Admin Group


7/20/79

**UNCLASSIFIED****CONFIDENTIAL****SECRET**


Paragraph 7 (page 4) of the attached requires submission to OMB by 1 August 1979 of a plan, alternatively a detailed explanation in lieu of a plan, for compliance with the provisions of the bulletin. It might be worthwhile to check with RMS to see if anything is to be done for the NFIP as a whole on this. If not, I assume we should prepare a brief note to OMB explaining our reasons for not submitting the required plan.

DEY

STAT

 with Dave that there is no action on the CIA budget. Concerning CIARDS I think a telephone conversation with Keith Hall or Annie Donahue should suffice to get us reemated.

STAT

  
Dave,  
Pls stop in I'd like to discuss this. my



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 79-10

July 12, 1979

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Agency Data Processing Capability to Support the Annual Budget Process

1. Purpose. This Bulletin requires that all cabinet departments and certain major agencies (Environmental Protection Agency, General Services Administration, National Aeronautics and Space Administration, and Veterans Administration) submit to OMB a plan for developing the data processing capability to support the annual budget process. In addition, this Bulletin encourages all other agencies to investigate the feasibility of developing such a capability.

2. Coverage. These instructions apply to all Executive Branch agencies, including Off-budget Federal entities.

3. Background. In recent years, requirements for budget data have increased significantly. Data processing systems that save work and time for both the agencies and OMB have been developed to meet requirements associated with the budget process. The substitution of computer-generated update listings for budget data formerly submitted on individual exhibits or standard forms exemplifies recent changes to facilitate data management. Agency participation in the use of data systems supporting the budget has become essential to meet budget transmittal dates.

By mid- 1981, the capability will exist for OMB to process automatically the budget data input of all cabinet departments and major agencies. Development of a data processing capability by agencies to support the President's budget process will provide benefits to participants. For example:

a. accuracy will be increased by wider use of OMB's extensive editing and balancing programs that check the quality of budget data against OMB Circular No. A-11 requirements; and

b. duplication of effort will be diminished and productivity increased because technical errors in the data bases will be identified on computer error listings and will not need to be passed verbally from OMB staff to larger agencies.

4. Budget data systems. Currently, budget data are processed for OMB through three systems.

a. A computerized file managed by the Government Printing Office (GPO) contains all textual and tabular material printed in the Budget, the Budget Appendix, the Special Analyses volume, and the Budget in Brief.

b. The Budget Preparation System (BPS) contains the technical data used to support the annual budget and, to a lesser extent, other updates during the year. This system generates a master listing of the data and discrepancy listings detailing arithmetic errors and inconsistencies in the data reported. (See Attachment A for more details on the BPS.)

It is anticipated that the GPO textual file will be combined with the BPS for the 1982 budget in order to eliminate the duplication of certain data contained in the two systems.

c. The Budget Status System (BSS) is a flexible computer system designed for collecting and sorting budget data, and in particular for the processing and controlling of zero base budgeting (ZBB) submissions. (See Attachment B for more details on the ZBB application of the BSS.)

5. Agency data processing support for the annual budget process. Agency data processing support for the budget process should be phased-in as follows:

a. First stage. There are two alternative approaches to be used initially in submitting automated budget data.

(1) For agencies with existing or planned automated budget systems; the capability should be developed by July, 1980 to produce, as outputs of the existing agency budget system, data for inputs to the OMB Budget Preparation System, and when specifically requested by OMB, the Budget Status System. These data will be reported in accordance with the specifications in Attachments A and B or modifications to those specifications as may be issued by OMB. Arrangements should be made with OMB for such agencies to obtain the editing and balancing programs used to perform



arithmetic checks and checks for proper relationships between data. Initial testing of the agency systems should be arranged with the Office of Administration of the Executive Office of the President by mid-July, 1980.

(2) Alternatively, arrangements should be developed by July, 1980 for:

(a) early morning pick-up from OMB and subsequent revision and return of BPS discrepancy listings and master files from the time of the print material submission--generally in November--through late December, whenever the data files need to be brought up to date or corrected; and

(b) furnishing OMB, as needed, with a computer tape containing ZBB summary information developed in accordance with Attachment B.

b. Second stage. The second stage involves the acquisition by all major agencies of the capability to transmit and receive via telephone lines BPS data changes for the budget updates occurring at various times during the year as well as for the fall budget process. This capability will be achieved through in-house budget data computer systems (where they are in use) through contract support services, or through a linkage with the OMB computer system that would permit agency processing prior to submission of budget data to the OMB program divisions. Automated transmittal of the ZBB report (BSS) will also be made, as needed, during the fall budget process.

The exchange of textual information via telephone lines in lieu of print materials and other narrative data is planned as an enhancement to the second stage once the capability to use such data is available to OMB.

6. Scope of the required budget data processing plans. The following information should be included in the agency plans required by this Bulletin and should be supplemented as the agency believes appropriate.

a. A series of milestones associated with the first and second stages identified in section 5 (including plans for appropriate training of agency staffs) is to be established by each cabinet department and major agency. While, in some instances, agencies may be able to attain the first stage by September, 1979, this stage should be attained by most major

agencies not later than July, 1980. The second stage should be achieved not later than July, 1981.

b. Whether an agency now uses an automated budget data system and the type and configuration of the system are to be specified.

c. The name of the budget office representative designated by the agency budget officer to act in a liaison role with OMB in executing these plans is to be specified.

d. The name of the data processing representative coordinating the agency ADP effort with the Office of Administration of the Executive Office of the President.

7. Required actions. Cabinet departments and major agencies are required to submit a plan to OMB, as outlined in section 6, by August 1, 1979. In the event that an agency head believes that development of the capability called for in this Bulletin would not be cost-effective for the agency in the long-term, a detailed explanation of the reasons for this conclusion should be submitted by August 1, 1979 in lieu of the required plan.

8. Inquiries. Inquiries regarding the requirements of this Bulletin should be addressed to the OMB program division responsible for reviewing the agency's budget estimates.

*James T. McIntyre, Jr.*

James T. McIntyre, Jr.  
Director

Attachments

ATTACHMENT A

BUDGET PREPARATION SYSTEM (BPS)  
-----

Automated submission of appropriation and receipt account budgeting data.

All cabinet departments and major agencies having computer facilities are requested to develop plans for automated systems to furnish appropriation and fund account budget data to CMB. OMB has developed the Budget Preparation System for processing and managing appropriation and fund account budget data, which consist of program and financing schedule (Standard Form 300) data; supplementary source data (Standard Form 307); current services estimates; multi-year planning estimates and long-range projections; object classification (Standard Form 304); analysis of federal credit programs; and status of direct loans and loan guarantees. The Statement of Receipts (Standard Form 108) for receipt account data is also processed and managed by the Budget Preparation System. This includes receipt data for multi-year planning estimates and long-range projections and current services estimates.

The technical specifications for the computer tape are as follows: Nine (9) track, 1600 BPI, blocked, standard IBM OS labeled (or unlabeled ASCII 80 character, unblocked). Record length is 80 characters with a blocking factor not greater than 8000 characters per block.

The format of appropriation and fund account budget data vary slightly according to the type of input data; therefore, the instructions have been organized by format and document type. The budget data transaction input fields consist of the following major field groups:

Positions	Description
01 - 13	Appropriation account identification
14 - 29	Segment-Key
30 - 69	Amount fields
70	Action code

The format and content of the Segment-Key field group varies a great deal depending upon the document type. To simplify data-entry procedures the input edit program accepts an unformatted, left-justified string of characters in the Segment-Key field and formats the input characters before validating field content. Thus a data-entry program card with TAB settings at positions 1/14/30/40/50/60/70, and SKIP settings in positions 71-80 will accommodate all appropriation account budget data transactions. For example, the entry appropriation account identification consisting of 11 digits will be entered in positions 01-11 and positions 12-13 will be blank.

The format for receipt account data is shown separately since it differs from the format for appropriation and fund account data.

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 Program and Financing (Standard Form 300)
 

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Data Position	Data Type	Data Element Name	Description
01-13	Numeric	Account Identification	Left justify 11 digit identification code, pad right with blanks.
14	Alpha	Document type	Value of 'P'
15-18	Numeric	Line Number	Left justify, pad right with zero (0).
19-29		Unused	Leave blank.
30-39	Numeric	PY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
40-49	Numeric	CY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
50-59	Numeric	BY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
60-69		Unused	Leave blank.
70	Alpha	Operation Code	Value of 'R' (R = Replace)
71-80		Unused	Leave blank.

Object Classification (Standard Form 304)			
Data Position	Data Type	Data Element Name	Description
01-13	Numeric	Account Identification	Left justify 11 digit identification code, pad right with blanks.
14	Alpha	Document type	Value of 'C'
15-18	Numeric	Line Number	Left justify, pad right with zero (0).
19-29		Unused	Leave blank.
30-39	Numeric	PY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
40-49	Numeric	CY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
50-59	Numeric	BY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
60-69		Unused	Leave blank.
70	Alpha	Operation Code	Value of 'R' (R = Replace)
71-80		Unused	Leave blank.

-----+-----  
 Supplementary Source Data (Standard Form 307)  
 Section A. Analysis of Budget Authority and Cutlays  
 -----+-----

Data Position	Data Type	Data Element Name	Description
01-13	Numeric	Account Identification	Left justify 11 digit identification code, pad right with blanks.
14	Alpha	Document type	Value of 'A'
15-17	Numeric	Function	
18-21	Numeric	Line number	Left justify, pad right with zero (0).
22	Alpha	Definite/Indefinite	Value of 'D' or 'I'
23	Alpha	Legislation/No-Legislation	Value of 'N' or 'S'
24-29		Unused	Leave blank.
30-39	Numeric	PY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
40-49	Numeric	CY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
50-59	Numeric	BY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
60-69		Unused	Leave blank.
70	Alpha	Operation Code	Value of 'R' (R = Replace)
71-80		Unused	Leave blank.

-----+  
 Supplementary Source Data (Standard Form 307)

Section E. Distribution of Outlays  
 -----+

Data Position	Data Type	Data Element Name	Description
01-13	Numeric	Account Identification	Left justify 11 digit identification code, pad right with blanks.
14	Alpha	Document type	Value of 'B'
15-17	Numeric	Function	
18-21	Numeric	Line number	Left justify, pad right with zero (0).
22-29		Unused	Leave blank.
30-39	Numeric	PY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
40-49	Numeric	CY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
50-59	Numeric	BY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
60-69		Unused	Leave blank.
70	Alpha	Operation Code	Value of 'B' (B = Replace)
71-80		Unused	Leave blank.

-----+  
 Supplementary Source Data (Standard Form 307)  
 Section C. Character Classification  
 -----+

Data Position	Data Type	Data Element Name	Description
01-13	Numeric	Account Identification	Left justify 11 digit identification code, pad right with blanks.
14	Alpha	Document type	Value of 'C'
15-17	Numeric	Function	
18	Numeric	Authority/Outlay code	Value of: 1 = Budget Authority 2 = Outlay
19-24	Numeric	Character Code	
25-29		Unused	Leave blank.
30-39	Numeric	PY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
40-49	Numeric	CY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
50-59	Numeric	BY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
60-69		Unused	Leave blank.
70	Alpha	Operation Code	Value of 'R' (R = Replace)
71-80		Unused	Leave blank.



Multi-Year Planning Estimates and Long-Range Projections			
Data Position	Data Type	Data Element Name	Description
01-13	Numeric	Account Identification	Left justify 11 digit identification code, pad right with blanks.
14	Alpha	Document type	Value of 'D'
15-17	Numeric	Function	
18-21	Numeric	Line number	Left justify, pad right with zero
22	Alpha	Grant/Non-grant code	Value of 'G' or 'N'
23-29		Unused	Leave blank.
30-39	Numeric	BY+1 Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
40-49	Numeric	BY+2 Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
50-59	Numeric	BY+3 Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
60-69	Numeric	BY+4 Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
70	Alpha	Operation Code	Value of 'R' (R = Replace)
71-80		Unused	Leave blank.

-----+  
 Current Services Estimates  
 -----+

Data Position	Data Type	Data Element Name	Description
01-13	Numeric	Account Identification	Left justify 11 digit identification code, pad right with blanks.
14	Alpha	Document type	Value of 'S'
15-17	Numeric	Function	
18-21	Numeric	Line number	Left justify, pad right with zero
22	Alpha	Grant/Non-grant code	Value of 'G' or 'N'
23-29		Unused	Leave blank.
30-39		Unused	Leave blank.
40-49	Numeric	CY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
50-59	Numeric	BY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
60-69		Unused	Leave blank.
70	Alpha	Operation Code	Value of 'R' (R = Replace)
71-80		Unused	Leave blank.

Status of Direct Loans and Loan Guarantees			
Data Position	Data Type	Data Element Name	Description
01-13	Numeric	Account Identification	Left justify 11 digit identification code, pad right with blanks.
14	Alpha	Document type	Value of 'G'
15-18	Numeric	Line Number	Left justify, pad right with zero (0).
19-29		Unused	Leave blank.
30-39	Numeric	PY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
40-49	Numeric	CY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
50-59	Numeric	BY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
60-69		Unused	Leave blank.
70	Alpha	Operation Code	Value of 'R' (R = Replace)
71-80		Unused	Leave blank.

-----+  
 Analysis of Federal Credit Programs  
 -----+

Data Position	Data Type	Data Element Name	Description
01-13	Numeric	Account Identification	Left justify 11 digit identifi- cation code, pad right with blanks.
14	Alpha	Document type	Value of 'T'
15-18	Numeric	Line Number	Left justify, pad right with zero (0).
19-29		Unused	Leave blank.
30-39	Numeric	PY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
40-49	Numeric	CY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
50-59	Numeric	BY Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
60-69		Unused	Leave blank.
70	Alpha	Operation Code	Value of 'R' (R = Replace)
71-80		Unused	Leave blank.

-----+  
 Receipt Account Budget Data  
 includes: Multi-Year Planning Estimates and Current Services  
 -----+

Data Position	Data Type	Data Element Name	Description
01	Alpha	Operation Code	Value of 'R' (R = Replace)
02-05		Unused	Leave blank.
06-07	Numeric	Agency Code	Two digit Treasury Agency Code
08-13	Numeric	Receipt Account Identification	Left justify, pad right with blanks, if only 4 digit receipt account number applicable.
14-19	Numeric	Character Code	Character Classification Code See Receipt Account Data Listing.
20-22	Alpha	OME Division Code	BRD = Budget Review Division ESD = Energy and Science Division HIM = Health and Income Maintenance Division IAD = International Affairs Division JIG = Justice, Treasury, and General Management Division LVE = Labor, Veterans, and Education Division NRD = Natural Resources Division NSD = National Security Division TCH = Transportation, Commerce, and Housing Division
23-25	Numeric	Function	Function Code.
26	Alpha	Proposed Legislation Code	Value of: L = New Legislation S = Extension or renewal of existing legislation. If not applicable leave blank.
27	Alpha	Document type	Value of: K = Current Services L = Multi-Year Planning Estimates F = Annual Budget
28-29		Unused	Leave blank.

-----+  
 Receipt Account Budget Data (Continued)  
 includes: Multi-Year Planning Estimates and Current Services  
 -----+

Data Position	Data Type	Data Element Name	Description
30-39	Numeric	PY or BY+1 Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
40-49	Numeric	CY or BY+2 Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
50-59	Numeric	BY or BY+3 Amount	Right or left justify, include leading minus (-) sign, pad with blanks.
60-69	Numeric	BY+4 Amount only	Right or left justify, include leading minus (-) sign, pad with blanks.
70-80		Unused	Leave blank.

### Automated submission of zero-base budgeting data.

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All cabinet departments and major agencies having computer facilities, upon request, should develop plans for automated systems to furnish zero-base decision package data to OMB. OMB has developed the Budget Status System (BSS), a flexible computer system, for processing and controlling decision unit packages. For the purposes of this Bulletin, the major BSS application is the maintenance and manipulation of data from the agency's zero base budgeting (ZBB) submissions. These data represents the key items from the Resource Requirements Section of each decision package (A-11-24B) coded to permit the production of reports such as the Relationship of Decision Units to Account Structure (A-11-22A) and Priority Ranking Sheets (A-11-24C). The data file is needed by OMB to track internal recommendations and final budget decisions, as well as to pass back to agencies decisions by decision unit and changes in priority rankings. Arrangements can also be made to provide agencies with the complete BSS program package for their internal use if desired.

The technical specifications for the computer tape are as follows: Nine (9) track, 1600 BPI, standard labels, and odd parity. Record length is 100 characters with a blocking factor of ten (10) records per block.

Each decision unit will be represented by one header record, to identify the decision unit, and as many detailed records as required to uniquely identify the different types of data. The formats for these records are as follows:

-----+ HEADER RECORD -----+			
Data Position	Data Type	Data Element Name	Description
1-2	Numeric	Record type	00 = Header record designation
3-6	Numeric	Decision Unit No.	Four digit decision unit number
7-17	Numeric	Identification Code	11-digit identification code of the applicable appropriation account (See: Sec. 21.4)
18-86	Alpha	Decision Unit Name	Decision unit name or the first 69 characters of the decision unit name, if the title is longer than 69 characters.
87-100			Not used.

DETAIL RECORD			
Data Position	Data Type	Data Element Name	Description



-----+  
 +-----+  
 DETAIL RECORD  
 +-----+  
 -----+

Data Position	Data Type	Data Element Name	Description
31-40	Numeric	Past year(PY)	Total for the fiscal year immediately preceding the current year; the last completed fiscal year. NOTE: Zero for all packages above minimum level.
41-50	Numeric	Current year(CY)	Total for the fiscal year immediately preceding the budget year. NOTE: Zero for all packages above minimum level.
51-60	Numeric	Budget year increment	The incremental level of activity or resource requirements that would result from the incorporation of this package.
61-70	Numeric	Budget year + 1 (BY+1)	The incremental value for the first year following the budget year that would result from the incorporation of this package.
71-80	Numeric	Budget year + 2 (BY+2)	The incremental value for the second year following the budget year that would result from the incorporation of this package.
81-90	Numeric	Budget year + 3 (BY+3)	The incremental value for the third year following the budget year that would result from the incorporation of this package.
91-100	Numeric	Budget year + 4 (BY+4)	The incremental value for the fourth year following the budget year that would result from the incorporation of this package.

OMB Bulletin No. 79-9

Declassified in Part - Sanitized Copy Approved for Release 2013/07/17 : CIA-RDP06M00944R000200120003-0  
14 May 1979

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No CIA requirements except for CIARDS. Nanette has  
STAT sent CIARDS data to  for action.



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

BULLETIN NO. 79-9

May 14, 1979

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Information required for the Mid-Session Review of  
the 1980 Budget

1. Purpose. This Bulletin provides instructions on the preparation and submission of revised estimates of budget authority, outlays, and offsetting receipts for 1979 through 1984. This information will be used to prepare the Mid-Session Review of the 1980 Budget and to update the multi-year budget planning base.

2. Background. The Mid-Session Review, required under section 601 of the Congressional Budget Act of 1974, will present the current status of the President's Budget, including estimates for Government-owned entities outside the budget totals. The detailed information contained in the Review, together with supporting data, will be used by the Congress in connection with its budget scorekeeping responsibilities and for the development of the second concurrent resolution. OMB plans to transmit the Mid-Session Review to the Congress by July 2, 1979.

3. Materials Required.

a. Revised estimates of budget authority, outlays, and offsetting receipts. OMB will provide agencies with three (3) copies of each of the following computer listings:

- Budget Estimates. This computer listing contains Supplementary Source Document (Standard Form 307) data, by budget account, for 1979 and 1980 (see Exhibit 1).
- Multi-Year Estimates and Long-Range Projections. This computer listing contains budget authority and outlay data, by budget account, for 1981 through 1984 (see Exhibit 2).

- Receipt Account Budget Data. This computer listing contains receipt account information for 1978 through 1980 (see Exhibit 3). Only the 1979 and 1980 data are to be adjusted.
- Receipt Account Long-Range Budget Data. This computer listing contains receipt account information for 1981 through 1984 (see Exhibit 3).

For 1979-1982 the data on these computer listings are based on the estimates contained in the March update of the 1980 Budget. For 1983-1984, the data reflect the amounts contained in the January Budget. (Data collected for the 1981 Spring Planning Review are not reflected in these listings because different assumptions were used in compiling the data.) Agencies will revise estimates in accordance with the guidelines indicated in section 4 of this Bulletin. The computer listings should be marked-up as follows:

(1) For accounts to which no changes are necessary, the listing should be marked with a check (✓) in the left margin opposite the 11-digit identification code.

(2) Changes will be made by drawing a single line through any entry to be changed and entering the revised entry above it in red. All data will be reported in thousands of dollars.

(3) Changes to the 11-digit identification code for supplementary source document data and to the proposed legislation (PL) column for receipt data may be required as follows, due to a change in the transmittal status of proposed amounts (see OMB Circular No. A-11, sections 21.4 and 22.3):

- All enacted supplementals should be merged with the parent schedule.
- The rescission proposals (transmittal code 5) that were included in the 1980 Budget and were later accepted by the Congress should be merged with the parent schedule.
- The transmittal status for amounts in the budget that were proposed for later transmittal under proposed legislation (transmittal code 2 on the supplementary

source document data files and code "L" on the receipt data files) should be reviewed. If only the authorizing legislation has been transmitted, the transmittal code 2 should be retained, regardless of whether the authorization has been enacted. If the authorization has been enacted and the appropriation request transmitted, the transmittal code should be changed to "Supplemental under existing legislation" (transmittal code 1) on the supplementary source document data files. For the receipt data files, if the authorizing legislation has been enacted, the "L" code should be crossed out and the amounts adjusted, if necessary, to reflect congressional action.

(4) Enacted pay supplementals and their associated amounts should be merged into the "Appropriation" and "Outlays" entries (lines 40 or 43 and 90 of the section A portion of the Budget Estimates listing).

(5) Sections B and C of the Budget Estimates listing should agree with section A.

(6) For appropriation accounts not currently reflected on the computer listings, including supplementals and any pending rescission proposals transmitted since the March update, agencies will submit two copies of a Supplementary Source Document (Standard Form 307) and an Agency Planning Document (see Section 23.3 of OMB Circular No. A-11). For new receipt accounts, data should be entered directly onto the computer listings in accordance with instructions that will be distributed with the computer listings.

b. Estimated outlays for 1981-1984 from balances of budget authority estimated for controllable programs at the end of 1980. OMB will provide selected agencies with three (3) copies of a computer listing containing estimates of unexpended balances of controllable programs as reflected in the 1980 Budget. Agencies will revise the amounts for 1980 and estimate the spendout of these balances in future years in accordance with the instructions in Attachment A. This information will be submitted in the format of Exhibit 4.

c. Transmittal letter. Agencies will submit an original and one copy of a transmittal letter that will

include a brief narrative explanation of major changes (in excess of \$50 million) to the estimates of total budget authority, outlays, and receipts and will identify new or deleted accounts. Because the report to Congress for the Mid-Session Review will discuss major changes in the estimates for 1979-84, the transmittal letter must cover all such changes for that period.

Agencies will include with the transmittal letter two Analysis of Changes tables prepared in the format of Exhibit 5, one table showing outlays and the other showing budget authority. This table will display the 1980 budget amounts and provide a bridge from the March update estimates to the current estimates for 1979-84. Also, this table will separately identify all major changes included in the narrative explanation portion of the transmittal letter. Other smaller changes may be combined in an "Other changes" entry.

4. Basis for the revised estimates. Amounts for 1979-1984 will be revised to reflect changes due to reestimates, publicly announced Administration proposals, and completed congressional action. General guidance on the development of the multi-year planning estimates is provided in section 23.2 of OMB Circular No. A-11.

a. Reestimates. Agencies should adjust the estimates to reflect changes in spending trends and revisions to economic, demographic, or other assumptions that affect the estimates. Economic assumptions to be used in preparing the estimates will be provided by OMB by May 23.

Outlay estimates for many programs continue to have an upward bias. These shortfalls impede sound financial management and complicate the development of economic and budgetary policy. In light of the current conditions of fiscal restraint and the President's desire to achieve a balanced budget, it is essential that outlays be estimated as realistically as possible. Therefore, agencies should critically review all outlay estimates. Particular attention should be given to the 1981 estimates and in instances where the rate of increase in spending from 1980 to 1981 is unusually high, based on historical patterns and current spending trends, either appropriate downward adjustments should be made or an explanation of the increase should be provided.

C b. Publicly announced Presidential decisions or initiatives. Estimates should be revised to reflect changes since the March update due to:

- budget amendments and supplementals transmitted or approved and pending in OMB (the final compilation of estimates will be adjusted by OMB to include only those items that have been approved by the President).
- deferral or rescission proposals transmitted.
- releases by the Executive Branch of amounts previously reserved under the Impoundment Control Act.
- legislative proposals transmitted, approved, or publicly supported by the President.
- other initiatives approved by the President.

1 c. Congressional action or inaction. Estimates should be revised to reflect the effects of:


- C
- enacted substantive legislation (i.e., entitlement and other legislation that has a direct impact on the planning base).
  - enacted appropriations.
  - final action or inaction on deferrals or proposed rescissions.
  - delays in acting on Administration-sponsored legislation (where earlier congressional action had been assumed in the March update estimates). In preparing revised estimates for legislative proposals not yet enacted by the Congress, agencies should assume an effective date of October 1, 1979, where an earlier date had been assumed previously, unless the likelihood of earlier enactment is clear.

Only those changes that follow directly from congressional action or inaction should be included. Enactment of discretionary authorizations without subsequent completed appropriations action should not be reflected in the revised planning base.

C

5. Timing of submissions. Agencies should submit two (2) copies of each of the required materials to OMB no later than June 8, 1979.

6. Inquiries. Inquiries and requests for assistance should be directed to the OMB program division responsible for reviewing the agency's budget estimates.

  
James T. McIntyre, Jr.  
Director

Attachments



Attachment A  
Bulletin No. 79-

INSTRUCTIONS FOR REPORTING  
ESTIMATED SPENDOUT OF BALANCES OF CONTROLLABLE PROGRAMS

1. Purpose. This attachment provides instructions for preparing the report on estimated spendout of 1980 balances of controllable programs.

2. Coverage. An analysis sheet in the format of Exhibit 4 will be prepared only by agencies that will have unexpended balances (the sum of obligated and unobligated balances) at the end of 1980 in excess of \$100 million. A one line agency total for such balances will be entered on the analysis sheet, with additional detail required for:

a. bureaus with account balances at the end of 1980 of more than \$1 billion;

b. appropriation accounts with 1980 year-end balances of more than \$100 million; and

c. accounts with balances of stand-by and back-up authority; i.e., authority that would not be used except to meet conditions or circumstances that may not occur (e.g., for bank deposit insurance to protect depositors in the event of a bank failure).

When the detail required by 2a-c does not add to the agency total, an "all other" line will be provided for the remainder.

3. Basis for the estimates. The report will relate to "controllable" programs only (i.e., those shown in the "Balances and Outlays from Balances" computer listing provided by OMB). Programs classified as uncontrollable are specifically excluded from this report and will not be included in the computer listing to be provided by OMB.

For the purpose of this report, the term "spendout" means gross disbursements; it is not synonymous with the term "outlays," which means checks issued, interest accrued on the public debt, or other payments, net of receipts and reimbursements. It is essential that the spendout report disregard receipts and reimbursements and record gross disbursements against unexpended balances. This distinction is particularly important for revolving funds or accounts

where reimbursements represent a major aspect of the financial program.

In estimating the amount of spendout of 1980 balances in each of the fiscal years 1981-1984, the following assumptions should be used:

a. Obligated balances carried forward at the end of 1980 generally will be spent out in 1981. Important exceptions are accounts having a long time lag between obligation and disbursement; e. g., construction and major procurement programs.

b. Unobligated balances will be obligated before new authority, and they generally will be spent out within a year after the obligation is incurred, except as noted in paragraph 3a above. Estimates of the spendout of these balances can usually be based on assumptions concerning obligation levels in 1981 and each year thereafter. Important exceptions, which will require special attention, include some "earmarked" funds (e.g., oil pollution fund revenues) and accounts with balances of:

- (1) funds that may lapse;
- (2) authority to borrow; or
- (3) contract authority.

4. Required information. Affected agencies will be furnished information from the 1980 budget data file on estimates of unexpended balances (lines 24 and 74 on the program and financing schedule) and spendout of balances (lines 3130, 3140, 3230, and 3240 on the Supplementary Source Document, Section B) for 1978, 1979, and 1980. (See sections 32 and 33 of OMB Circular No. A-11.) Specific instructions for completing the report in the format of Exhibit 4 are set forth below:

Description (col. 1).--This column should include the applicable stub entries contained in the computer listing provided by OMB, together with such additional entries as are deemed desirable.

January Budget estimate (col. 2).--This column should contain the applicable amount provided in the computer listing.

Current estimate (col. 3).--The latest estimate of 1980 balances is equal to the January budget estimate modified to reflect subsequent changes due to congressional action (or inaction), reestimates, and Administration initiatives.

These amounts must be consistent with the effects of any 1979 or 1980 changes reported elsewhere for the Mid-Session Review. Assuming no changes in estimates of expiring authority and of receipts and reimbursements, changes in estimates of budget authority and outlays will have a direct effect on the estimate of the unexpended balance (i.e., an increase in budget authority without a corresponding increase in outlays will result in an equal increase in unexpended balances, while an increase in outlays without a corresponding increase in budget authority will result in an equal decrease in unexpended balances). The amount in this column must equal the sum of the amounts in columns 4-9.

Spendout from 1980 balances in 1981-84 (cols. 4-7).--Enter the amount of spendout of 1980 year-end balances, estimated for each of the fiscal years 1981-1984.

1980 balances as of September 30, 1984 (col. 8).--The amount of 1980 balances remaining unexpended at the end of 1984 will include the balances of stand-by and back-up authority that will not be used in the foreseeable future. Expiring balances will be excluded. Footnotes will be included to explain any balances in excess of \$50 million. All amounts of standby and backup authority must be footnoted as such.

1980 balances expiring in the 1981-1984 period (col. 9).--Enter any amounts of 1980 balances that are expected to expire unused in any of the fiscal years 1981-1984. Footnotes will be included to explain any such balances over \$50 million.

BPS03108\*\*\*\*\*BUDGET ESTIMATES\*\*\*\*\*PAGE 12  
02/23/79 SUPPLEMENTARY SOURCE DOCUMENT (IN THOUSANDS OF DOLLARS)  
(2:43)\*\*\*\*\*

AGENCY: Department of Human Services OMB DIVISION CODE: TCH  
BUREAU: Food Services BP-TEAM-ID: 0  
ACCOUNT: Salaries and expenses

ACCT ID Code: 75-0600-0-1-554 FUN CT LINE ISN SN MARCH 1979 UPDATE  
ION NO SN 1979 1980  
Estimate Estimate  
(1)----- (2)----- (3)----- (4)----- (5)----- (6)

A. ANALYSIS OF BUDGET AUTHORITY AND OUTLAYS

CURRENT BUDGET AUTHORITY

APPROPRIATION..... 554 4300 DN 01 303,859 382,296  
-316,206

OUTLAYS

OUTLAYS..... 554 9000 N 01 300,702 351,479  
-310,479

B. DISTRIBUTION OF OUTLAYS

CURRENT

FROM NEW AUTHORITY..... 452 3110 01 211,490 255,827  
-217,255  
FROM OBLIGATED BALANCE..... 452 3130 01 79,578 85,632  
-85,206  
FROM UNOBLIGATED BALANCES..... 452 3140 01 9,634 10,020

TOTAL (EXCLUDING MEMO ENT)

300,702 351,479  
-310,479

C. CHARACTER CLASSIFICATION

BUDGET AUTHORITY

CONDUCT OF R & D: Applied  
research

Direct Federal programs..... 554 A-1420-24 01 303,859 382,296  
-316,206

OUTLAYS

CONDUCT OF R & D: Applied  
research

Direct Federal programs..... 554 O-1420-24 01 300,702 351,479  
-310,479

Note: Data for new accounts or supplementals will be reported on a Supplementary Source Document.  
See OMB Circular No. A-11, Exhibits 33A-D. All changes will be entered in red, and data  
will be reported in thousands of dollars.

BPS030L\*\*\*\*\*MULTI-YEAR ESTIMATES AND LONG-RANGE PROJECTIONS\*\*\*\*\*PAGE 63  
02/23/79 SUPPLEMENTARY SOURCE DOCUMENT (IN THOUSANDS OF DOLLARS)  
(09:06)\*\*\*\*\*

AGENCY: Department of Human Services OMB DIVISION CODE: HIM  
BUREAU: Food Services BP-TEAM-ID: 40  
ACCOUNT: Salaries and expenses

ALCT ID CODE: 75-0600-0-1-554				MARCH 1979 UPDATE			
				1981	1982	1983	1984
				Estimate	Estimate	Estimate	Estimate
				(2)	(3)	(4)	(5)
D. LONG RANGE BUDGET AUTHORITY AND OUTLAYS				(1)	(2)	(3)	(4)
CURRENT BUDGET AUTHORITY							
APPROPRIATION (ADJUSTED).....	554	4300	N 01	382,296	382,296	382,296	382,296
OUTLAYS							
OUTLAYS.....	554	9000	N 01	363,296	363,296	363,296	363,296

Note: Data for new accounts or supplementals will be provided on an Agency Planning Document. See OMB Circular No. A-11, Exhibit 23. All changes will be entered in red, and data will be reported in thousands of dollars.

.....  
03/07/79  
.....  
RECEIPT-ACCOUNT BUDGET DATA FILE LISTING - DIVISION SEQ  
.....  
..... PAGE 19

Railroad Retirement Board

RECEIPT-ACCOUNT		CHAR-CL DIV	FCT L T SN	TP	A M O U N T S			
ACT	AMOUNT				<---(PY)--->	<---(CY)--->	<---(BY)--->	<---NOT USED--->
XXX	XX XX XX XXXXXX	XXXX-XX XXX	XXX X X XX	--	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX
( )	32 20 60 801150	3700-04 HIM	902 R 01	IT	5,507	0	0	0
( )	32 20 60 801170	3110-04 HIM	601 R 01	ID	250,000	<del>310,000</del>	<del>310,000</del>	0
	32 20 60 801170	3110-04 HIM	601 S R 01	ID	0	17,000	0	
( )	32 20 60 801210	3700-04 HIM	952 R 01	UI	2,258	2,000	2,000	0
( )	32 20 60 801220	HIM	R 01	G	118,327	145,200	<del>149,000</del>	0

.....  
03/07/79  
.....  
RECEIPT-ACCOUNT LONG-RANGE BUDGET DATA FILE LISTING - DIVISION SEQ  
.....  
..... PAGE 20

Railroad Retirement Board

RECEIPT-ACCOUNT		CHAR-CL DIV	FCT L T SN	TP	A M O U N T S			
ACT	AMOUNT				<---(BY+1)--->	<---(BY+2)--->	<---(BY+3)--->	<---(BY+4)--->
XXX	XX XX XX XXXXXX	XXXX-XX XXX	XXX X X XX	--	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX
( )	32 20 60 801170	3110-04 HIM	601 L 01	ID	<del>310,000</del>	<del>310,000</del>	<del>310,000</del>	<del>310,000</del>
( )	32 20 60 801210	3700-04 HIM	952 L 01	UI	2,000	2,000	2,000	2,000
( )	32 20 60 801220	HIM	L 01	G	158,000	163,000	170,000	178,000
	32 20 60 801220	HIM	L L 01	G	<del>159,000</del>	<del>157,000</del>	<del>160,000</del>	<del>163,000</del>
					0	5,000	5,000	5,000

Note: Do not adjust past year (PY) data.

Data for new receipt accounts, supplemental appropriations (S), or legislative proposals (L) should be noted by marking up the computer listing appropriately.

DEPARTMENT OF GOVERNMENT  
ESTIMATED SPENDOUT OF BALANCES OF CONTROLLABLE PROGRAMS  
FROM 1980 END-OF-YEAR UNEXPENDED BALANCES OF BUDGET AUTHORITY  
(in millions of dollars)

Description (1)	1980 ending balances		Spendout from 1980				1980 balances as of 9/30/84 (8)	1980 balances expiring in the 1981-84 period (9)
	January Budget estimate (2)	Current estimate (3)	1981 (4)	1982 (5)	1983 (6)	1984 (7)		
Construction, General.....	700	1,200	821	156	93	40	90 1/	---
Revolving Fund...	151	151	151	---	---	---	---	---
Emergency Fund...	47	47	---	---	---	---	47 2/	---
All Other.....	23	23	23	---	---	---	---	---
Total.....	921	1,421	995	156	93	40	137	---

1/ Balance remaining to be spent on fully funded FY 80 new construction starts.

2/ Stand-by authority.

Department of Government  
Analysis of Changes 1/  
Budget Authority  
(in millions of dollars)

	1979	1980	1981	1982	1983 <u>2/</u>	1984 <u>2/</u>
1980 Budget estimate (January planning base).....	20,331	20,531	23,000	23,300	24,000	24,267
March update estimates.....	20,495	20,795	23,267	23,567	24,000	24,267
Changes resulting from:						
<u>Administrative initiatives</u>						
Waste water treatment plants.....	---	75	75	75	75	75
Vehicle emissions.....	---	- 50	- 55	- 60	- 60	- 60
Other changes.....	70	72	75	75	75	75
<u>Completed Congressional action</u>						
Solid waste planning grants..	---	100	50	30	---	---
Other changes.....	15	35	35	35	35	35
<u>Reestimates</u> .....	---	---	32	40	45	45
Current estimate.....	20,580	21,127	23,589	23,882	24,290	24,557

1/ List major changes of \$50 million or more by specific programs within the change categories. Include any adjustments for outlay shortfalls in the "Reestimates" category.

2/ For 1983 and 1984, the March update estimate equals the 1980 budget estimate.



OMB BULLETIN No. 79-8

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**EXECUTIVE OFFICE OF THE PRESIDENT**  
**OFFICE OF MANAGEMENT AND BUDGET**  
WASHINGTON, D.C. 20503

APR 12 1979

BULLETIN NO. 79-8

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Curtailment of growth of the Federal space inventory

1. Purpose. This Bulletin prescribes the immediate action necessary to regulate the amount of expansion space provided to executive branch agencies in light of recently imposed congressional and Presidential limitations on the size of the Federal work force.
2. Background. Section 311 of the Civil Service Reform Act of 1978 (P.L. 95-454) limits total employment in the executive branch. This legal restraint is aimed at both controlling the Government's costs and preventing the continued expansion of the Federal work force. Toward these same ends, the President has imposed additional constraints on the level of full-time permanent employment. Realization of these goals is expected to reduce space needs of Federal agencies. (Nonetheless, agencies have requested additional space from the General Services Administration, and the total requested substantially exceeds GSA's available funds for acquiring space.)
3. Coverage. This Bulletin applies to all departments and agencies of the executive branch that are provided space by the General Services Administration, as well as any new departments or agencies that may be created.
4. Review and allocation of requests for additional space. The General Services Administration will provide no new or additional office or related space for an agency pending an analysis by that agency of the impact of revised employment ceilings on its space needs. All space requests presently on hand in the General Services Administration regional offices that involve increases in an agency's space assignments will be held in abeyance. A listing of such requests on hand in GSA will be forwarded by GSA to the originating office.

5. Materials required. Each agency will analyze its requirements for additional space during the balance of fiscal year 1979 and for fiscal year 1980 and will list those that cannot be deferred, canceled, or consolidated. The following information developed in conjunction with this analysis will be prepared and forwarded to both OMB and the General Services Administration:

a. A list in the format of Exhibit 1, and in priority order, showing the space needs by location that will result in increases in the amount of space shown on each agency's second quarter fiscal year 1979 Standard Level User Charge (SLUC) bill dated January 1, 1979. Requests currently pending with GSA will be assumed to have been withdrawn if they do not appear on Exhibit 1. A related list will contain the expansion needs by each bureau within an agency. A separate agency summary sheet with one line per bureau shall be included as the cover page.

b. A list in the format of Exhibit 2 of those locations where space is to be relinquished. This listing will show where net reductions to the amount of space shown on the second quarter SLUC bill will occur, in order to identify the space that may be reassigned. In addition, a similar list will be prepared by bureau and summarized by agency as described in paragraph (a) above.

c. A summary of historical data in the format of Exhibit 3 showing, for each year since 1975, the total square footage of space occupied and the number of employees on board.

6. Review and subsequent action. Expansion space requests will be reviewed by OMB in consultation with the General Services Administration and a determination made on the level of increase allowed. Agencies will be advised of these determinations.

Upon receipt of these determinations, agencies will establish priorities and amend the list of pending requests furnished by the General Services Administration under paragraph 4, above, and return it to the appropriate General

Services Administration regional office. The General Services Administration will make every effort to satisfy each amended request, in priority order, with space presently in the inventory and with space that can be acquired with the currently available resources.

In the event that additional funds are made available to the General Services Administration for expansion space, such space will be acquired for assignment based on the priorities identified above.

7. Submission and timing. One copy of each of the materials required in paragraph 5 (a), (b) and (c) will be submitted to OMB and one copy to the Commissioner of the Public Buildings Service, General Services Administration, 18th and F Street, N.W., Washington D. C. no later than 20 days from issuance of this bulletin.

  
James T. McIntyre, Jr.  
Director

Exhibit 1  
Bulletin No. 79-

DEPARTMENT OF GOVERNMENT  
BUREAU OF DOMESTIC AFFAIRS

Expansion Space Request  
Resulting in Net Increases

<u>Priority Ranking</u>	<u>State</u>	<u>City</u>	<u>Net Additional Sq. Ft.</u>	<u>Net Additional Personnel</u>	<u>If associated with existing assignment, indicate GSA "Assign- ment Key" from SLUC Bill Page</u>
1					
2					
3					
4					
5					
etc.					
Total	XXX	XXX			XXX

(A summary sheet for the Agency total will be sub-  
mitted following the above format along with sum-  
mary sheets for the Bureaus.)

Date: \_\_\_\_\_

Exhibit 2  
Bulletin No. 79-

DEPARTMENT OF GOVERNMENT  
BUREAU OF DOMESTIC AFFAIRS

Space to be Relinquished  
Resulting in Net Assignment Decreases

	<u>State</u>	<u>City</u>	<u>Net Sq. Ft. to be Released</u>	<u>GSA "Assignment Key" from SLUC Bill</u>	<u>Estimated Date of Release</u>
Total	XXX	XXX			XXX

(A summary sheet for the Agency total will be prepared and submitted following the above format.)

Date: \_\_\_\_\_

Exhibit 3  
Bulletin No. 79-

DEPARTMENT OF GOVERNMENT  
BUREAU OF DOMESTIC AFFAIRS

Historic and Projected Space  
and Employment Data

<u>Year</u>	<u>No. of Employees housed, end of FY</u>		<u>No. of Sq. Ft. of Space - end of FY</u>		<u>Sq. Ft. per Employee</u>	
	<u>Wash. DC</u>	<u>Outside</u>	<u>Wash. D.C.</u>	<u>Outside</u>	<u>Wash. DC</u>	<u>Outside</u>
	<u>Metro Area</u>	<u>DC</u>	<u>Metro Area</u>	<u>DC</u>	<u>Metro Area</u>	<u>DC</u>
1975						
1976						
1977						
1978						
1979						
1980						
1981						
1982						
1983						

(A summary sheet for the agency total will be prepared and submitted following the above format.)

Date: \_\_\_\_\_